

**OPEN INVITATION TO TENDER****AO/DLE/DSCHEUR/OpinionSurveyonAL&CVET/001/18****Request for Clarification (1) – Questions & Answers****Question No 1**

Our first question relates to the budget for the work assignment 3. With approximately 15,000 it seems quite limited for the work outlined in the Tender Specifications, including data delivery and processing, analysis of the results, the drafting and final analytical report, a final technical report and contributions to the validation report. Can you please confirm whether or not the provided budget of 15,000 is correct or clarify the scope for this budget? Is it possible to move budget from WA2 to WA3?

**Cedefop's answer to question No 1**

As per point 1.5 of the Specifications, the budget allocated for each work assignment is an indication. It is also stated that: *"Depending on Cedefop's budget availability throughout the duration of the contract some tasks from work assignment 1 may be moved to work assignment 2 and the same for work assignments 2 and 3."*

It is up to the tenderer to develop a Technical and Financial Proposal in compliance with the requirements outlined in the Terms of Reference. This may include reallocation of tasks between WAs (e.g. from WA3 to WA2 due to synergies) including related costs estimations as long as the deliverables for each WA are provided in due time.

**Question No 2**

On page 16 of the Tender Specification, it is mentioned that the survey is not restricted to a particular survey method (face-to-face, CAPI, CATI, CAWI, etc.). However, in Table 3 (Task 2.3 c) only the face-to-face, CAPI, PAPI and CAWI methods are mentioned. Can you confirm whether CATI belongs to the acceptable options or if there is an existing preference for other fieldwork methods?

**Cedefop's answer to question No 2**

Yes. CATI is acceptable as well as any other suitable survey method. For any choice of survey methods, the contractor should provide duly justified reasons, as per the requirements of the award criterion 2.

### **Question No 3**

The services executed in the past 3 years in contracts similar (European/Multinational surveys) can be provided to other clients who are not public authorities?

### **Cedefop's answer to question No 3**

Yes, the services may be provided to both public and private clients.

### **Question No 4**

The Team leader can be graduate in statistical sciences?

### **Cedefop's answer to question No 4**

Yes, the team leader can be a graduate in statistical science.

### **Question No 5**

The Tender Specifications mention under Table 3: Detailed table of WAs and required deliverables, Section 1.2. Master Questionnaire, b) Cognitive tests (page 20): "The cognitive tests should be conducted in the native language of the pilot country (see point 1.3) and should consist of a series of cognitive face-to-face interviews,..."

Point 1.3. in the Tender Specifications however is the following:

1.3. Division into lots

This tender procedure is not divided into lots.

Could you please clarify what the pilot country is and where "point 1.3." refers to?

### **Cedefop's answer to question No 5**

The pilot country is the country in which the cognitive test is conducted.

The reference to "point 1.3." in the brackets on page 20 is a clerical error and should therefore be deleted.